

Retention and Classification Report

Agency: Governor's Office of Economic Development. Tourism Office
(1151)
324 South State Suite 500
Salt Lake City, UT 84111
538-1900

Records Officer Diane Wilson

19001	Budget operating report roll
27443	Council Hall history
14106	Illustrations
05864	Maps and charts
02994	News releases
02508	Publications
02435	Travel guides

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 19001

3

TITLE: Budget operating report roll

DATES: 1967-72

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 27443

3

TITLE: Council Hall history

DATES: 1961-1975, 2004, 2008

ARRANGEMENT: None

DESCRIPTION:

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 06/08/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

These records document the history of the historical Council Hall (Utah's second capitol). Most files date from around the time the building was acquired by the State of Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 14106

3

TITLE: Illustrations

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 5864

3

TITLE: Maps and charts

DATES: 1947-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 2994

3

TITLE: News releases

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

A copy of prepared statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

News releases document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 2508

3

TITLE: Publications

DATES: ca. 1960-

ARRANGEMENT: Alphabetical

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, travel, tourism, parks, recreation, lodging, camping, hiking, ghost towns, tours, hunting, fishing, and all other activities of the Division of Travel Development (Travel Council). Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Retain Permanent.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/20/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 2508

TITLE: Publications

(continued)

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 2435

3

TITLE: Travel guides

DATES: 1966-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains travel guides published by the Division of Travel Development (Travel Council) promoting Utah. The guides contain information pertaining to history, culture, visitor resources, parks, forests, wilderness areas, scenic byways, hiking, winter sports, bicycling, water sports, wildlife, golf, historical sites and buildings, museums, performing arts, events, festivals and celebrations.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/21/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Governor's Office of Economic Development. Tourism Office

SERIES: 2435

TITLE: Travel guides

(continued)

APPRAISAL:

Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public